

THE UNIVERSITY OF GEORGIA

College of Education
Department of Educational Psychology
and Instructional Technology
and the
Georgia Center for Continuing Education
present

Certificate in Instructional Design and Technology

Learn innovative ways to present your program!

September 16 – November 12, 2005



Who Should Attend?

*Human Resource Development
Professionals, Occupational
Development Professionals,
Instructional Design Professionals,
Managers, Trainers, Online Learning
Facilitators, and Administrators*

See www.gacbr.uga.edu/is/idt
for details!

An Equal Opportunity/Affirmative Action Institution



LOCATION: Gwinnett University Center
Lawrenceville, Georgia

PRELIMINARY AGENDA

Fall 2005 Dates

September 16-17, September 30 – October 1, October 14-15,
October 28-29, November 11-12

Session Times

Friday: 1:30 p.m. – 8:30 p.m.
Saturday: 9:00 a.m. – 3:00 p.m.

ABOUT THE PROGRAM

The University of Georgia is pleased to offer this five-weekend certificate program in the exciting field of instructional technology. This program is intended for anyone whose current or future job responsibilities involve designing training for individuals within an organization. In your role as a training professional, it is imperative that you have a solid understanding of instructional design so that you can effectively address and manage your training efforts.

What Makes Our Certificate Program Unique?

Unlike similar programs, our certificate program offers you the opportunity to choose a project that is meaningful to you and to follow it through the “ADDIE Model” of “Analysis, Design, Development, Implementation, and Evaluation.” You will work with experts to develop solutions for actual training or workflow issues relevant to you and your organization. Armed with our project-based learning design method, past participants were able to address the following “real” issues at their organizations:

- ◆ Established standard operating procedures within an organization.
- ◆ Corrected customer service issues within a department.
- ◆ Assisted a sales force to stay up to date with changes in product lines and services.
- ◆ Increased overall staff productivity after switching to a new software system.

You Will Develop

- ◆ Basic project management plans for all of your training projects.
- ◆ An analysis plan that will be carried out on each project.
- ◆ An evaluation plan vital for feedback and future improvements.
- ◆ A document detailing the design of the program training.
- ◆ Your computer skills for the software programs featured in the course — *Flash* and *Captivate*.
- ◆ A prototype of training materials for your individual project for future reference.

Who Should Attend

This program is designed to meet the needs of trainers, managers, Human Resource Development (HRD) professionals, and others responsible for developing instruction within their organizations. Whether you are new to instructional design or an experienced professional, this program has something for you!

Here are just some of the processes and programs that our certificate program will help you to make sense of, or better utilize, within your own training framework:

- ◆ E-Learning
- ◆ LMS
- ◆ SCORM
- ◆ LCMS
- ◆ Learning Objects
- ◆ ROI
- ◆ Web-Based Training
- ◆ Online Learning
- ◆ Learning Communities
- ◆ Flash
- ◆ Web-Based Development
- ◆ Captivate
- ◆ Instructional Design
- ◆ CourseBuilder

Registration Fees

- ◆ \$1,799 **Early-Bird fee** if paid by 5:00 p.m., **September 7, 2005**; \$1,899 thereafter.
- ◆ \$1,699 **Corporate fee** for each of 2 or more individuals from the same organization, **if paid before the Early-Bird date**; \$1,899 thereafter.

Registration Fees Include:

- ◆ 55 hours of quality instruction — 5.5 Continuing Education Units (CEUs)
- ◆ All course materials
- ◆ Book (your choice of *Flash* or *Captivate*)
- ◆ “Certificate of Completion”
- ◆ Dinners on Friday evenings and lunches on Saturdays
- ◆ Refreshment breaks
- ◆ Graduation luncheon

What Our Participants Say About the Program

“Great!!!! I will recommend that (my company) send any new designers to this training. It helped me much more than I even thought it would. Thank you very much.”

“The networking with the other students has been exceptional.”

“What was most useful was having presenters from the business/corporate world and academic world who present the information at a level that would be useful in the work environment.”

“This program was absolutely wonderful! I have learned so much over 5 weekends. My goal was to have more formal training in IDT, and I feel like I got it in this program. The presenters were very knowledgeable and great to get to know.”

“I landed a new job as a contractor!”

View projects from past participants! Go to our Web site at www.gactr.uga.edu/is/idt/.

GENERAL INFORMATION

www.gactr.uga.edu/is/idt/

The University of Georgia Center for Continuing Education is committed to providing lifelong learning opportunities that develop intellectual and human potential.

Training and professional development programs can be tailored to meet your business needs; on-site programs are available. Contact the University of Georgia Center for Continuing Education at 706-542-6692 for more information.

Special Needs: If you require special services, facilities, or dietary considerations to support your participation in this program, please contact **Bob Wells** at 706-542-6692 or **Bob.Wells@gactr.uga.edu**, 10 business days before the start of the program.

Course Registration: Complete and mail or fax the registration form, or you may register online at www.gactr.uga.edu/is/idt/. **Registration is limited.** Prepayment is required to be registered. Purchase orders will be accepted and must accompany the registration. If invoicing is required, the Georgia Center will issue and process an invoice.

Confirmation: Written confirmation, including directions to the Gwinnett University Center, will be sent upon receipt of your registration form. Please contact the Georgia Center's Certificate Programs if you do not receive confirmation. A map, parking information, and further details will be mailed to you with your confirmation.

Cancellation Policies: We will gladly issue refunds for cancellations made by 5:00 p.m. ET, **September 2, 2005**. No refunds will be issued thereafter. Substitutions will be allowed. If a program is cancelled for any reason, the Georgia Center will not be responsible for any cancellation changes/charges assessed by airlines or travel agencies.

Lodging: There are several lodging options near the Gwinnett University Center. For names of nearby hotels, call the Gwinnett Convention and Visitors Bureau at 888-494-6638, or visit the Bureau online at www.gcvb.org/.

Attendance: The program consists of five two-day sessions held at the Gwinnett University Center in Lawrenceville, Georgia. Timely completion of all weekly assignments is required, including a self-directed learning project and written assignments. **Attendance is required at all five sessions in order for you to receive your “Certificate of Completion.”**

REGISTRATION FORM

Instructional Design and Technology (IDT)
#58676, Fall 2005, September 16 – November 12, 2005

Four ways to register:

Web: www.gactr.uga.edu/is/idt/ — Credit Card Only

Fax: 706-542-7537 — Credit Card Only

Mail: **Instructional Design and Technology — #58676**

Georgia Center for Continuing Education

The University of Georgia

Athens, Georgia 30602-3603

Phone: 706-542-6692 or 800-325-2090 — Credit Card Only

(Mon.-Fri. from 8:00 a.m. to 5:00 p.m. ET)

_____ name—please print or type

preferred name for name badge _____ birth date (for transcript retrieval) _____

_____ business mailing address or check here if home address

city _____ state _____ zip _____ county, if Georgia _____

home phone _____ work phone _____ fax _____

e-mail address _____ Please send me e-mail about Georgia Center programs.

position _____ organization/employer _____

Program Registration Fees: Payment is required to be registered.

Fall 2005 Instructional Design and Technology program, #58676

Early-Bird fee paid before 9/7/05 \$1,799 _____

Fee paid after 9/7/05 \$1,899 _____

Early-Bird Corporate Fee* paid before 9/7/05 \$1,699/person _____

**This fee is for an organization that sends 2 or more individuals to the program. To facilitate processing, please batch and send your registration forms together along with your payment. Each individual should complete a separate form.*

NOTE: Corporate* registrations received after the registration Early-Bird dates are subject to the \$1,899/person registration fee.

Total: \$ _____

The University of Georgia Federal ID No. 58-6001998

Method of payment to process program registration:

- Enclosed is a check payable to *The University of Georgia*.
- Enclosed is a purchase order payable to *The University of Georgia* and/or an authorization letter to bill employer/organization.
- MasterCard Visa American Express Discover
- Card # _____ Expires _____ / _____
- Name on Card _____
- UGA Acct. No. _____ Dept. Name _____
- Contact Person _____